

POSITION DESCRIPTION
PARK COUNTY
Livingston, Montana

POSITION IDENTIFICATION

Functional Title:	Director of Environmental Health
Department:	Health Department
Supervisors:	Commissioners
Subordinates:	Administrative Assistant
Status:	Exempt

POSITION SUMMARY

This position is responsible for managing the Park County environmental health program, which includes the following local, state and federal program areas: food service, public accommodations, trailer courts, water quality, septic permits and inspections, subdivision water and sewer approvals, city water and sewer districts, floodplain regulation, asbestos, homeland security, EPA, and truck wreck food protection. The position also responds to complaints in the health and animal arenas.

DIMENSIONS

Personnel: 1 non-exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Selects and trains staff in addition to evaluating staff performance.
2. Promotes staff development through training and selected work assignments.
3. Prepares and presents budget estimates and requests to management.
4. Participates with administrative officers and other members of the district health department staff in public health program planning
5. Determines service priorities in accordance with required environmental health services.
6. Proposes and directs the implementation of new regulations, standards and policies.
7. Determines action necessary for mitigation of hazardous material spills.

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8. Arranges for and conducts pre-enforcement conferences and hearings with violators of environmental ordinances and regulations.
9. Provides technical guidance to boards, committees, schools, and community groups.
10. Collaborates with colleges and universities in the development of environmental education programs and writes department position papers.
11. Performs other duties as may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES: Directly supervises one administrative assistant. Carries out supervisory responsibilities in accordance with Park County policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in Biology, Microbiology, or Chemistry. Fifteen hours of continuing education over a period of two years.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver's License

Certification by Montana Board of Sanitarians as a Registered Sanitarian

OTHER SKILLS and ABILITIES:

Ability to understand and interpret local, state and federal regulations and guidelines as pertain to environmental health issues. Ability to use PC and related software.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands to finger, handle or feel. The employee is required to frequently reach with hands and arms. On a regular basis, the employee is required to talk or hear.

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The employee must occasionally lift and/or move up to 10 pounds.

The position requires the following special vision requirements: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.